

## Instructions for Fellowship Selection Reports (FPIRI)

All reports must be submitted electronically in PDF format via eGMS, the NEH online grant management system, located at <https://securegrants.neh.gov/eGMS/>.

All NEH project directors and institutional grants administrators (IGAs) are assigned eGMS accounts, and their account numbers are shown next to their names (in parentheses) on the *Official Notice of Action* included with the grant award. When accessing eGMS for the first time, enter the account number provided and click the **Reset Password** button. An e-mail message will be sent to you with a link to create a new password. A User Guide containing detailed instructions is available at the above eGMS site.

Fill out electronic data forms for new fellows at <http://www.neh.gov/online/centers.asp>.

Carefully review the list of requirements for the report on your most recent fellowship competition. The report should include the following—no more and no less—in this order:

1. New NEH fellows (in a list form)
  1. In the first line, list the fellow's name. Indicate the NEH-funded stipend amount (outright and/or matching funds) and the tenure dates. If the institution is adding non-NEH funds to the stipend, indicate that amount in parentheses. It is not necessary to indicate the source(s) of additional funds.
  2. List the fellow's field of research, department, and institutional affiliation. For independent scholars provide the city and state of residence.
  3. For fellows going abroad, list the country or countries in which they will be conducting research. (NEH must report this information to the U.S. Department of State).
  4. Provide a short paragraph describing the fellow's project.
  5. If alternates were selected, provide the same information for them.
2. Announcement of and publicity for NEH-supported fellowships (1 paragraph)
  1. Give the address of the institution's website page (URL) publicizing the availability of NEH fellowships. Indicate whether or not the institution produces printed material for publicity. If yes, describe it briefly; it is not necessary to attach or submit copies.
  2. In a short statement describe the audience at which publicity is aimed. Describe efforts to reach as large and diverse an applicant pool as possible.
  3. In a few sentences describe the range of journals, listservs and other online sites, newsletters, institutions/departments, and other organizations to which materials were sent electronically or by mail. Do not append comprehensive lists.
3. Selection process (3 pages maximum)

1. List the names, titles, institutional affiliations, and fields of selection committee members.
  2. In a narrative statement explain the selection process in detail. Include the following dates: When panel members were selected, when they received the applications and review instructions, and when they met to discuss applications. If there is a primary review of applications by institution staff or outside readers, include an account of this procedure.
  3. Describe the institution's efforts to assure diversity among selection committee members and to obtain a fair and objective review of applications.
  4. List the evaluation criteria by which the selection committee and staff or outside readers, where applicable, were asked to judge applications. Do not append copies of correspondence with selection committee members.
4. Statistical analysis (1-2 pages)
1. In one line, state the number of NEH-eligible applicants and the number of NEH awards made in the current competition. In a second line, state the total number of all other applications submitted and the total number of all other fellowship awards made in the current competition. It is not necessary to break these down into different categories.
  2. Provide tables with a comparative statistical analysis of this year's NEH stipend recipients and NEH-eligible applicants by field, academic rank, type of institution, and state of residence. Regarding the latter, it is sufficient to indicate and compare the states represented by the current pool of applicants. Do not include such information about non-NEH applicants and grantees.
  3. Either integrated into the tables describe above, or in a separate set of tables, provide the same information for the preceding year of fellowship competitions.
  4. In a brief narrative statement describe any discernible statistical trends or unexpected changes in this year and discuss the possible reasons.
5. Recent publications and other results from NEH awards (in a list form)
- Organize the list alphabetically by the NEH fellow's last name. Add the year of the NEH fellowship next to the name. Only include publications, articles, talks, etc. that have resulted—entirely or in part—from the fellow's work during her/his NEH award. We are especially interested in prizes awarded for fellows' work, as they help us justify continued funding for this program.
6. Statement of funds (1 paragraph)
- If applicable, indicate the amount of any NEH funds remaining unexpended and therefore available for the next competition. Note that all funds awarded in a particular grant must be either used during the life of the grant (which may be extended to allow more time in which to expend the grant funds) or returned to the Endowment at the close of the grant period.
7. Other news
- If applicable, report on changes in the staff, program, or other administrative matters that affect the fellowship program. Major staff changes, such as the appointment of a new program director, must be accompanied by the appointee's résumé.